[Company name]

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Reception Daily Log

Keeping one daily record at reception so nothing falls through: visitors, messages, deliveries, and issues.

Day details

Log date	**[Log date]**
Receptionist	**[Receptionist name]**
Handover to	**[Handover to]**

Visitors

Time in	Visitor	Company	Host	Badge no.	Time out

[Company name]

Phone messages

Time	Caller	For	Message	Passed on?

Deliveries and collections

Time	From / courier	For	Signed?

[Company name]

Issues and escalations

Issue	Time	Escalated to	Resolved?

End-of-day summary

Close the day: totals counted, nothing outstanding left unspoken.

Log date	**[Log date]**
Logged by	**[Receptionist name]**
Visitors today (count)	
Messages outstanding	
Deliveries outstanding	
Handover to	**[Handover to]**

Completion

✓	Check	Notes
	Every visitor, message, and delivery today is logged with times.	
	Outstanding messages and deliveries are handed over, not left in the book.	
	Issues raised today are escalated and their status is recorded.	

Document	Reception Daily Log
Version	2.0 (redesign)

[Company name]

Prepared by	**[Name and role]**
Owner	**[Name and role]**
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**